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Arrangements for the high-level meetings and the general debate of the seventy-first session of the General Assembly

United Nations Headquarters, 19 to 26 September 2016

Information note for delegations

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I. Introduction

1. The general debate of the seventy-first session will be held from Tuesday, 20 September, to Monday, 26 September 2016, pursuant to resolution 57/301.

2. The General Assembly, by its resolution 70/290 and decision 70/539, decided that the high-level meeting on addressing large movements of refugees and migrants would be held on 19 September 2016.

3. By its resolutions 70/183 and 70/297, the General Assembly decided that the high-level meeting on antimicrobial resistance convened by the President of the General Assembly would be held on 21 September 2016.

4. In addition, a high-level segment of the General Assembly to commemorate the thirtieth anniversary of the Declaration on the Right to Development will be held on Thursday, 22 September, in accordance with resolution 70/155.

5. Furthermore, a high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Monday, 26 September, in accordance with resolution 70/34.

II. Arrivals

6. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters complex;

(b) Heads of State or Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so — time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit. The permits will be available through the Garage Administration, room U-210 (telephone: 212 963 6212).

III. Schedules, list of speakers, statements and other relevant information

High-level meeting on addressing large movements of refugees and migrants

7. The high-level meeting of the General Assembly on addressing large movements of refugees and migrants will be held on Monday, 19 September 2016, according to the following schedule:

8.30-9.30 a.m.	Opening plenary meeting (General Assembly Hall)
9.30 a.m.-7.30 p.m.	Plenary meeting (Economic and Social Council Chamber)
	Plenary meeting (Trusteeship Council Chamber)
10 a.m.-1 p.m.	Interactive multi-stakeholder round table 1 (Conference Room 2)
	Interactive multi-stakeholder round table 2 (Conference Room 3)
	Interactive multi-stakeholder round table 3 (Conference Room 4)
3-6 p.m.	Interactive multi-stakeholder round table 4 (Conference Room 2)
	Interactive multi-stakeholder round table 5 (Conference Room 3)
	Interactive multi-stakeholder round table 6 (Conference Room 4)
7.30-8 p.m.	Closing plenary meeting (General Assembly Hall)

8. The modalities of the high-level meeting are set out in resolution 70/290. The Office of the President of the General Assembly circulated a logistical note on the high-level meeting in a letter dated 13 September 2016.

9. The high-level meeting will be co-chaired by the President of the General Assembly at its seventy-first session and the President of the General Assembly at its seventieth session.

Plenary meetings

10. The opening and closing plenary meetings will be held in the General Assembly Hall.

11. The opening plenary meeting will feature statements of up to three minutes each involving the President of the General Assembly at its seventy-first session, the President of the General Assembly at its seventieth session, the Secretary-General, the President of the World Bank Group, the United Nations High Commissioner for Refugees, the Director General of the International Organization for Migration, the United Nations High Commissioner for Human Rights, the Special Representative of the Secretary-General for International Migration, the Executive Director of the United Nations Entity for Gender Equality and the Empowerment of Women on behalf of the Global Migration Group, the Executive Director of the United Nations Office on Drugs and Crime, a member of a migrant community, a member of a refugee community, a representative of civil society and a representative of the private sector.

12. The names of the members of refugee and migrant communities and the representatives of civil society and the private sector who will make statements at the opening plenary meeting will be communicated by the President of the General Assembly.

13. In addition, the outcome document for the high-level meeting will be adopted during the opening plenary meeting. By its resolution 70/302, the General Assembly

decided to transmit the outcome document entitled "New York Declaration for Refugees and Migrants" for action during the high-level plenary meeting on 19 September 2016.

14. Also at the opening plenary meeting, the signing ceremony of the Agreement concerning the Relationship between the United Nations and the International Organization for Migration will be held pursuant to resolution 70/296.

15. Following the opening meeting, the plenary meeting will be held simultaneously in the Economic and Social Council Chamber and the Trusteeship Council Chamber and will hear statements by Member States, observer States and intergovernmental organizations and entities that have observer status with the General Assembly. Statements in the plenary meeting will be limited to four minutes.

16. A list of speakers is open for inscription. Requests for inscriptions should be sent through the e-speakers system (accessible at https://delegate.un.int). The provisional list of speakers for the simultaneous plenary meeting to be held in the Trusteeship Council Chamber and the Economic and Social Council Chamber was circulated by the Secretariat on 15 September 2016.

17. At the closing plenary meeting, the Secretary-General will deliver closing remarks, which will include a summary of the plenary debate, as well as of the interactive multi-stakeholder round tables.

Interactive multi-stakeholder round tables

18. The interactive multi-stakeholder round tables will be held in parallel to the plenary meeting from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

19. The first, second and third interactive multi-stakeholder round tables will be held concurrently from 10 a.m. to 1 p.m. in Conference Room 2, Conference Room 3 and Conference Room 4. The fourth, fifth and sixth interactive multi-stakeholder round tables will be held concurrently from 3 to 6 p.m. in Conference Room 2, Conference Room 3 and Conference Room 4.

20. The themes for each of the six interactive round tables will be as follows:

Round table 1: Addressing the root causes of large movements of refugees

Round table 2: Addressing drivers of migration, particularly large movements, and highlighting the positive contributions of migrants

Round table 3: International action and cooperation on refugees and migrants and issues related to displacement: the way ahead

Round table 4: Global compact for responsibility-sharing for refugees; respect for international law

Round table 5: Global compact for safe, regular and orderly migration: towards realizing the 2030 Agenda for Sustainable Development and achieving full respect for the human rights of migrants

Round table 6: Addressing vulnerabilities of refugees and migrants on their journeys from their countries of origin to their countries of arrival

21. Each interactive multi-stakeholder round table will be presided over by two co-chairs, to be appointed by the President of the General Assembly in consultation with regional groups and with due regard for geographical balance. Information on the co-chairs of the interactive multi-stakeholder round tables was communicated by the Office of the President of the General Assembly in a letter dated 13 September 2016. The concept notes for the round tables were circulated in a letter by the President dated 8 September 2016.

22. The United Nations system, including funds, programmes, specialized agencies and regional commissions, relevant special rapporteurs, special representatives and special advisers, as well as the Bretton Woods institutions, are invited to participate in the interactive multi-stakeholder round tables.

23. Non-governmental organizations that are in consultative status with the Economic and Social Council are also invited to participate in the interactive multi-stakeholder round tables. Each interactive multi-stakeholder round table will reserve at least two seats for non-governmental actors. The names of the representatives of civil society and the private sector who will participate in the round tables will be communicated by the President of the General Assembly at a later date.

24. To enable maximum participation within the limited time available, statements in the interactive multi-stakeholder round tables should not exceed five minutes.

Participation of other stakeholders

25. Non-governmental organizations that are in consultative status with the Economic and Social Council and that have relevant expertise were invited to register with the Secretariat in order to attend the high-level meeting and to participate in the interactive multi-stakeholder round tables and preparatory process.

26. The President has drawn up a list of other representatives of relevant non-governmental organizations, civil society organizations, academic institutions and the private sector who have applied to attend the high-level meeting and participate in the interactive round tables, taking into account the principles of transparency and of equitable geographical representation, and with due regard to the meaningful participation of women. The list was submitted to Member States for their consideration on a non-objection basis. The final list was circulated by the President of the General Assembly in his letter dated 23 August 2016.

General debate

27. As indicated in section I above, the general debate of the seventy-first session of the General Assembly will be held from Tuesday, 20 September, to Monday, 26 September 2016. The meetings of the general debate will be held from 9 a.m. to 1 p.m. and from 3 to 9 p.m. in the General Assembly Hall, with the exception of Wednesday, 21 September, when the general debate will begin at 9.30 a.m. in order to accommodate the holding of the high-level event on the entry into force of the Paris Agreement, to be convened by the Secretary-General (see sect. IV).

28. The current list of speakers is available in room S-3082. Any change or exchange of speaking slots among Member States should be communicated in

writing to the General Assembly Affairs Branch, room S-3082 (e-mail: gaspeakerslist@un.org; telephone: 212 963 5063; fax: 212 963 3783).

29. The theme "The Sustainable Development Goals: a universal push to transform our world" has been proposed for the general debate at the seventy-first session, pursuant to General Assembly resolution 58/126, annex.

30. In keeping with previous practice, a voluntary 15-minute time limit for statements is to be observed in the general debate of the seventy-first session.

High-level meeting on antimicrobial resistance convened by the President of the General Assembly

31. The high-level meeting on antimicrobial resistance convened by the President of the General Assembly will be held on Wednesday, 21 September, according to the following schedule:

10-10.30 a.m.	Opening plenary segment (Trusteeship Council Chamber)
10.30 a.m.-1 p.m.	Plenary segment (Trusteeship Council Chamber)
10.30-11.30 a.m.	Interactive thematic panel 1 (Economic and Social Council Chamber)
11.30 a.m.-12.30 p.m.	Interactive thematic panel 2 (Economic and Social Council Chamber)
3-5.45 p.m.	Plenary segment (Trusteeship Council Chamber)
5.45-6 p.m.	Closing plenary segment (Trusteeship Council Chamber)

32. The modalities of the high-level meeting are set out in resolution 70/297. The President of the General Assembly circulated the concept note for the high-level meeting in his letter dated 23 August 2016. Furthermore, in his letter dated 13 September 2016, the President circulated a logistical note on the organizational arrangements for the high-level meeting and a tentative programme.

Plenary segment

33. The opening plenary segment will be held in the Trusteeship Council Chamber and will feature statements by the President of the General Assembly, the Secretary-General, the Director General of the World Health Organization, the Director General of the Food and Agriculture Organization of the United Nations and the Director General of the World Organization for Animal Health, each speaking from his or her perspective and in accordance with the mission and mandate that each institution represents.

34. A list of speakers for the plenary segments is open for inscription. Requests for inscriptions should be made to Jose Tanoy (e-mail: tanoy@un.org; telephone: 212 963 7855).

35. To enable maximum participation within the limited time available, statements in the plenary segment should not exceed three minutes, on the understanding that this would not preclude the distribution of more extensive texts.

36. The high-level meeting will approve a concise and action-oriented declaration, agreed by consensus through intergovernmental consultations. The declaration will be subsequently submitted by the President of the General Assembly for adoption by the Assembly. The President of the General Assembly circulated the final draft political declaration in his letter dated 13 September 2016.

37. The closing plenary segment will include the presentation of summaries by the Chairs of the interactive thematic panels and closing remarks by the President of the General Assembly.

Interactive thematic panels

38. The first and second interactive thematic panels will be held consecutively in the Economic and Social Council Chamber, on the morning of Wednesday, 21 September, from 10.30 to 11.30 a.m. and from 11.30 a.m. to 12.30 p.m., respectively, in parallel to the morning plenary segment.

39. The theme for the first interactive thematic panel is "Relevance of addressing antimicrobial resistance for the achievement of the Sustainable Development Goals, in particular the health-related Goals", and the theme for the second interactive thematic panel is "Addressing the multisectoral implications and implementation challenges of antimicrobial resistance in a comprehensive manner".

40. The two interactive hour-long thematic panels will each comprise up to six discussants, including three Heads of State and Government and three relevant stakeholders.

Participation of other stakeholders

41. The United Nations system entities, including programmes, funds, specialized agencies and regional commissions, as well as regional and subregional organizations, are invited to participate.

42. Non-governmental organizations that are in consultative status with the Economic and Social Council with relevant expertise are invited to register with the Secretariat to attend the meeting.

43. The President has drawn up a list of other relevant representatives of relevant non-governmental organizations, civil society organizations, academic institutions and the private sector with expertise in antimicrobial resistance who have applied to attend the high-level meeting and participate in the interactive panel discussions. That list was submitted to Member States for their consideration. The final list was circulated by the President of the General Assembly in his letter dated 6 September 2016.

High-level segment of the General Assembly to commemorate the thirtieth anniversary of the Declaration on the Right to Development

44. The high-level segment of the General Assembly to commemorate the thirtieth anniversary of the Declaration on the Right to Development will be held on Thursday, 22 September 2016, in the Trusteeship Council Chamber.

45. The segment will consist of an opening segment chaired by the President of the General Assembly to be followed by a general debate. Owing to time constraints, and in order to enable maximum participation, Member States and other stakeholders should limit their interventions to three minutes. The time limit for speakers will be strictly enforced.

46. As indicated in the letter dated 19 July 2016 from the President of the General Assembly, up to 65 speakers in the general debate of the high-level segment will be selected on the basis of the following proportional distribution among the regional groups: African States (18), Asia-Pacific States (18), Eastern European States (8), Latin American and Caribbean States (11) and Western European and other States (10). Regional groups are invited to submit their respective lists of speakers to the Office of the President of the General Assembly by 25 August 2016.

47. The Secretariat will finalize the list of speakers on the basis of proportional distribution among the regional groups and customary protocol. Delegations that have been nominated by their respective regional groups pursuant to the process described in paragraph 46 are requested to inscribe on the list of speakers. Requests for inscriptions should be made to Maria Isabel Alejandrino (e-mail: alejandrino@un.org) by Friday, 16 September 2016.

48. The President of the General Assembly will circulate a summary of the deliberations at the high-level segment to Member States and other relevant stakeholders.

49. The President of the General Assembly circulated the provisional programme and concept note for the high-level meeting in his letter dated 9 September 2016.

High-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons

50. The high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Monday, 26 September 2016, in the Trusteeship Council Chamber. The list of speakers is now open for inscription. Requests for inscriptions should be made to Tomas Casas (e-mail: casast@un.org; telephone: 212 963 9488), no later than Thursday, 22 September 2016.

51. Additional information on the high-level plenary meeting will be communicated by the President of the General Assembly.

IV. Events convened by the Secretary-General

High-level event on the entry into force of the Paris Agreement

52. As momentum gathers towards the rapid entry into force of the Paris Agreement following its historic adoption and signature, the Secretary-General is convening a high-level event on the entry into force of the Paris Agreement on Wednesday, 21 September 2016, from 8 to 9 a.m. in the General Assembly Hall.

53. The event will provide an opportunity for States that have completed their domestic ratification processes since the high-level signature ceremony for the Paris Agreement on 22 April 2016 to deposit their instruments of ratification, acceptance or approval. It will also provide a platform for countries to publicly commit to joining the Agreement before the end of 2016.

54. The event will consist of a short opening ceremony and the formal deposit of instruments of ratification, acceptance or approval, followed by remarks by a small but representative group of speakers. The event will be concluded by a short closing ceremony.

55. Before being called to deposit instruments of ratification, acceptance or approval, representatives will be escorted by protocol officers from their seats in the General Assembly Hall to GA-200. The announcer will call the State representatives to deposit their instruments of ratification, acceptance or approval, and a protocol officer will escort them from GA-200 to the stage in the General Assembly Hall. Once on stage, the representative will hand the original of the instrument of ratification, acceptance or approval to the Secretary-General. Once the deposit will have been effected, a protocol officer will escort the representatives off the stage to the floor of the General Assembly Hall. Representatives will be called to deposit instruments of ratification, acceptance or approval in a continuous flow.

56. Only the representative who will deposit the instrument of ratification, acceptance or approval will be invited to the stage. No other members of the delegation will accompany the representative on stage.

57. States intending to deposit instruments of ratification, acceptance or approval of the Paris Agreement at the high-level event shall inform the Treaty Section of the Office of Legal Affairs of the Secretariat in writing, well in advance of 21 September 2016, preferably before 2 September 2016, providing a signed advance copy of the instrument of ratification, acceptance or approval for legal review.

58. Instruments of ratification, acceptance or approval must be signed by the Head of State, Head of Government or Minister for Foreign Affairs and should include any declarations related thereto. Further information on instruments of ratification, acceptance or approval can be obtained from the Treaty Handbook, published by the Treaty Section, which is available at https://treaties.un.org under "Resources".

59. For further information on the legal requirements for the deposit of instruments of ratification, acceptance or approval, contact Dina Hamdy (e-mail: hamdyd@un.org) or Hada Guevara (e-mail: guevarah@un.org; telephone: 212 963 5047; fax: 212 963 3693).

60. Access to the General Assembly Hall for the high-level event on the entry into force of the Paris Agreement will be the same as that for the general debate (see sect. VII for details regarding access and passes).

Sustainable Development Goals: year 1 — high-level event to mark the anniversary of the adoption of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals

61. A high-level event commemorating the first anniversary of the adoption of the 2030 Agenda for Sustainable Development will be organized by the President of the General Assembly and the Secretary-General.

62. The event will be held on Tuesday, 20 September 2016, from 8.30 to 9 a.m. in the General Assembly Hall, before the formal opening of the general debate of the seventy-first session of the General Assembly.

63. The event will provide the opportunity to remind the world of the significant agreement of September 2015, celebrate initial progress, inspire continued focus and attention, encourage early and rapid action on implementation and look ahead to future opportunities. It will also aim to allow delegations to show their commitment to the success of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals.

64. The event will consist of opening remarks by the President of the General Assembly and the Secretary-General, followed by a visual presentation (video) of selected footage celebrating the aspirations and achievements of the Sustainable Development Goals in the past year, interwoven with a live narration by two Sustainable Development Goals Advocates. The event will conclude with short closing remarks by the President of the General Assembly.

65. Access to the General Assembly Hall for the high-level event on the first anniversary of the Sustainable Development Goals will be the same as that for the general debate (see sect. VII for details regarding access and passes).

V. Documentation and interpretation

66. At the seventy-first session of the General Assembly, hard copies of documents will be available at the documents distribution counters located inside the General Assembly Hall. For meetings being held in conference rooms, hard copies of documents will be available at the meetings services desk. The Department for General Assembly and Conference Management will also provide documents-on-demand services (printing of documents, assistance with access to online services, etc.) through the Documents Assistance Centre (Conference Building, North Lounge, room CB-0264) and at the Documents Counter (Secretariat Building, room S-1B-032).

67. In addition, daily distribution of predetermined quantities of the *Journal of the United Nations* and specified documents issued at Headquarters will be available for collection at the distribution pick-up area, located in room L-1B-100 of the Library Building. Any changes to quantities of documents for distribution to delegations

should be submitted at least two working days prior to the effective date and addressed in writing to the Chief of the Meetings Support Section (e-mail: chiefmss-dgacm@un.org).

68. Any additional documentation needed can be retrieved online through the Official Document System (https://documents.un.org), as well as through the paper-smart services portal (https://papersmart.unmeetings.org). No login will be required to access the portal. Documents are also available through the Department's eSubscription service at www.undocs.org. Delegates can sign up to receive the latest edition of the *Journal* and documents issued daily at Headquarters directly to their computer or mobile device.

69. Delegations are invited to submit PDF formatted versions of their statements by e-mail to papersmart@un.org. Delegations wishing to circulate their statements electronically through the paper-smart services portal should provide them not later than two hours in advance of delivery to papersmart@un.org. Alternatively, delegations can bring a hard copy (unstapled and printed single-sided), for scanning and uploading, at the documents counter located inside the General Assembly Hall or at any conference officers' desk within meeting rooms. The name of the meeting and the agenda item should be indicated in the subject line of the e-mail and in the heading of the statement. The statements will remain embargoed until their delivery and then posted. Only statements presented during the course of the meeting will be posted.

70. If available, 30 copies of the text should be submitted to the receiving area at the documentation desk located at the rear of the General Assembly Hall between 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate, through the screening area, utilizing the west side elevators in the lobby of the General Assembly Building to the second floor, where a representative of the Secretariat will accept the texts at a designated counter. The texts of the speeches will be accepted only on the day on which they are to be given.

71. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official language into an official language, or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (telephone: 212 963 8114; e-mail: emeetsm@un.org). The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk in front of the General Assembly Hall 30 minutes prior to the delivery of the statement.

VI. List of delegations

72. Missions are requested to submit a comprehensive official delegation list, including the functional titles and affiliations of each member, to the Chief of Protocol, room S-0201 (fax: 212 963 1921), not later than 31 October 2016. In order to avoid confusion, any changes to the original list should be sent separately; such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. Missions are encouraged to transmit, in MS Word, their comprehensive delegation lists, first electronically to unprotocol@un.org, followed by a signed copy, to be delivered to the Protocol and Liaison Service.

73. Each delegation should consist of not more than five representatives and five alternate representatives, and as many advisers and experts as may be required (see rule 25 of the rules of procedure of the General Assembly). With the exception of Heads of State or Government and Vice-Presidents, Crown Princes or Princesses and Ministers for Foreign Affairs, who will be listed as heads of delegation during their presence at the session, all other heads of delegation shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will be considered as representatives and alternate representatives, for the purpose of issuing the lists of delegations. The names of aides de camp, interpreters, physicians and media (including official photo/video) and security personnel accompanying a Head of State or Government should not be included in the official delegation list.

74. A comprehensive list of delegations to the seventy-first session of the General Assembly will be available from the Protocol and Liaison Service website (www.un.int/protocol) at the end of December 2016.

VII. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations and the specialized agencies

Accreditation

75. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions/offices are required to submit their accreditation requests by using the existing online eAccreditation system, available through the eDelegate portal at https://delegate.un.int. Delegations wishing to obtain information on the system may refer to the updated "Guidelines on eAccreditation" and "Frequently asked questions" sections posted on the Protocol and Liaison Service website (www.un.int/protocol). It should be noted that all accreditation requests, including requests for VIP passes, must be submitted through the eAccreditation system. The deadline for submission of accreditation requests is Monday, 12 September 2016.

76. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime

Ministers, Cabinet ministers and their spouses will be provided with VIP passes with photographs.

77. The working hours of the accreditation unit (telephone: 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and the general debate are posted on the Protocol and Liaison Service website and at the entry to the Protocol Office.

Access to meeting rooms and restricted areas

78. During the high-level meetings and the general debate of the seventy-first session of the General Assembly, from 19 to 26 September, access to the General Assembly Hall and restricted areas will require a regular delegate's pass and a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation only. For that purpose, the Protocol and Liaison Service will proceed as follows:

Access to the General Assembly Hall for the general debate, the opening and closing plenary meetings of the high-level meeting on addressing large movements of refugees and migrants and the high-level event on the entry into force of the Paris Agreement, as well as to the second floor of the General Assembly and Conference Buildings

(a) Every permanent mission will be issued six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the second floor of the General Assembly and Conference Buildings;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall; in addition, each intergovernmental organization and specialized agency will receive two cards of a different colour for access to the second floor of the General Assembly and Conference Buildings;

(c) The access cards for the General Assembly Hall and the second floor of the General Assembly and Conference Buildings will be valid for the entire period of the high-level meetings and the general debate of the seventy-first session of the General Assembly, from 19 to 26 September 2016;

Access to other conference rooms

(d) Access arrangements for other high-level meetings, including the plenary meetings of the high-level meeting on addressing large movements of refugees and migrants on 19 September being held in the Economic and Social Council and Trusteeship Council Chambers, will be communicated to permanent missions/offices later in a separate note verbale from the Protocol and Liaison Service. Access cards, if required, will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies participating in the high-level meetings and associated round tables/interactive thematic panels for access to various conference rooms.

79. Colour-coded access cards for the high-level meetings and the general debate will be distributed by the Protocol and Liaison Service on Thursday, 15 September 2016, from 10 a.m. to 5 p.m. in Conference Room B. Thereafter, access cards may

be collected from the office of the Protocol and Liaison Service at room S-0201 during the working hours of the high-level week.

80. During the general debate, seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the general debate, provided that the Chief of Protocol is notified in advance of their attendance. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations on the fourth floor balcony and in VIP section A (up to 15 seats) of the General Assembly Hall during the address of the head of delegation at the plenary meeting of the general debate. Access to those areas will require a special courtesy ticket distributed by the Protocol and Liaison Service. To reserve seats in the VIP area for spouses and in the section reserved for guests of delegations in the General Assembly Hall, permanent missions are required to submit a request by completing an SG.40 form (available at www.un.int/protocol under "Forms") specifying the names and titles of all attendees (including, where relevant, the spouse of the dignitary speaking) to the Chief of Protocol in room S-0201 or faxed to 212 963 1921 at least one week in advance of the address. The special courtesy tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission with a valid United Nations grounds pass and enter the United Nations through the 46th Street entrance.

81. All documents, forms and information material on the seventy-first session of the General Assembly issued by the Protocol and Liaison Service may be accessed at its website (www.un.int/protocol).

VIII. Welcoming reception

82. A welcoming reception (with spouses) will be held on the morning of Tuesday, 20 September 2016, in honour of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-first session of the General Assembly, from 8 to 8.50 a.m. in the Indonesian Lounge on the second floor of the General Assembly Building.

IX. State luncheon

83. The Secretary-General will host a luncheon (without spouses) in honour of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-first session of the General Assembly. Heads of delegation at a level other than Head of State or Government will also be invited. The luncheon will be held at 1.15 p.m. on Tuesday, 20 September 2016, in the North Delegates Lounge of the Conference Building.

X. Programme for spouses

84. Mrs. Ban Soon-taek, spouse of the Secretary-General, will host a tea reception in honour of the spouses of Heads of State or Government, Vice-Presidents and

Crown Princes or Princesses on Tuesday, 20 September 2016, at 3 p.m. at the official residence of the Secretary-General, located at 3 Sutton Place, on the north-east corner of Sutton Place and 57th Street. The spouses of cabinet ministers attending the general debate are also invited to attend the event. Spouses may be accompanied at the event by a guest of their choice.

XI. Protocol/security briefing

85. There will be a joint protocol, security and media briefing for delegations on Friday, 2 September 2016, at 10 a.m. in Conference Room 3. Permanent missions and observer missions are strongly encouraged to be present at the briefing.

XII. Security arrangements

General considerations

86. The Headquarters complex will be closed to the public from 5.30 p.m. on Friday, 16 September 2016, until close of business on Tuesday, 27 September 2016. During this time, guided tours will be suspended.

87. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and of the funds, programmes and agencies of the United Nations system; accredited media; and affiliates who are issued a United Nations grounds pass.

88. Members of civil society and non-governmental organizations who are invited to attend the high-level meetings or other events will be required to be in possession of government-issued identification and a special event ticket (with a specific meeting, date and time) at all times. The issuance of special event tickets is the responsibility of the United Nations sponsoring office and/or permanent mission. Non-United Nations guests will require a sponsoring office or delegation staff member escort from the access point on Second Avenue and 46th Street to the meeting or event location.

89. For all government delegations (Member States or observers), grounds passes will be issued at the office of the Pass and Identification Unit, on 304 E. 45th Street. For grounds passes for national security officers accompanying Heads of State or Government, contact Captain Paula Goncalves, Special Services Unit (telephone: 212 963 7531). See the annex for a sample of the grounds pass request for security staff.

90. It should be noted that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not in possession of a valid grounds pass or special event ticket. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

91. Questions or concerns should be directed to Michael Browne, Chief of Security, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit (Captain Malinda McCormack, telephone: 212 963 7028), or through Inspector Matthew Sullivan, Inspector in Charge of Operations (telephone: 212 963 4601).

Access to the United Nations Headquarters complex

92. The opening hours of the pedestrian entrances are as follows:

42nd Street and First Avenue:	Open 24 hours
46th Street and First Avenue:	7 a.m. to close of business
47th Street and First Avenue:	6 a.m. to close of business (media exclusive entrance)

93. Please be aware that all packages brought onto the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

94. Prior arrangements are required to be made through notification to the Security Operations Centre at extension 3-6666 for after-hours access to the premises by the press and affiliates.

No pedestrian access through the delegates' entrance

95. During the seventy-first session, the delegates' pedestrian entrance gate, located at 45th Street and First Avenue, will be closed owing to motorcade activity. Therefore, the gate positioned to the south of the 46th Street and First Avenue entrance will be reserved for the use of high-level VIPs, delegations issued Protocol grounds passes, permanent representatives to the United Nations, heads of delegation and senior United Nations staff who are in possession of gold-coloured grounds passes, in order to access the delegates' entrance.

Pass and identification office: issuance of grounds passes

96. In preparation for the seventy-first session of the General Assembly, the Pass and Identification Unit, located on the ground floor of the FF Building at 304 E. 45th Street, will be open to staff members and members of delegations.

97. Annual and temporary non-governmental organization passes will not be issued from 5 September 2016 until the end of the general debate. Any non-governmental organization invited to attend meetings or events during the high-level period will be issued special event tickets by the sponsoring United Nations office or Member State.

98. The days and hours of operation of the office will be as follows:

Saturday and Sunday, 10 and 11 September	9 a.m. to 5 p.m.
Monday to Thursday, 12 to 15 September	8.30 a.m. to 4 p.m.
Friday, 16 September	8.30 a.m. to 6 p.m.
Saturday and Sunday, 17 and 18 September	10 a.m. to 6 p.m.
Monday to Friday, 19 to 23 September	8 a.m. to 6 p.m.
Saturday and Sunday, 24 and 25 September	Closed
Monday, 26 September	8.30 a.m. to 4 p.m.

Access to restricted areas

99. In accordance with the established procedures, it should be noted that the second floor of the General Assembly Building is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations grounds passes will be required. Owing to the space constraints on the second floor of the General Assembly Building, members of delegations are requested not to congregate within that area and instead to utilize the second floor of the Conference Building.

100. Members of non-governmental organizations are not allowed access to the restricted areas; their access to meetings at Headquarters will be honoured upon verification of a valid special event ticket issued for the current day's meeting(s).

Escorted motorcade drop-off

101. Escorted motorcades will be authorized to enter United Nations premises at the 43rd Street and First Avenue vehicular entrance and drop off their passengers at the delegates' arrival tent. Thereafter, they will be required to exit the premises through the 45th Street and First Avenue gate. All escorted motorcade movements on the premises will be established by the Security and Safety Service and coordinated in conjunction with the host country.

Unescorted motorcade drop-off

102. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. A valid grounds pass and an authorized United Nations decal ("UNGA71", issued by the Garage Administration) will be required for presentation at the 46th Street and Second Avenue vehicle checkpoint prior to access.

Traffic in the Secretariat Circle and through the 43rd Street gate

103. The very limited operating space in the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to those areas, in order to facilitate safety and to avoid undue obstructions and delays of delegation vehicles and other high-level government officials and motorcades.

104. Vehicular access to the premises through the gate at First Avenue and 43rd Street is therefore restricted to host country law enforcement-escorted motorcades.

105. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Tuesday, 27 September 2016.

Parking

106. For the duration of the high-level meeting, vehicles will be permitted access to enter the garage through the 48th Street entrance and depart through the 42nd Street exit, which will be operational on a 24-hour basis. Traffic lanes within the third basement service drive and roadways in the garage must be kept free of stationary vehicles at all times. Vehicles left in this area will be subject to towing.

107. All vehicles entering the Headquarters premises will be subject to search. Thus, it is highly recommended that members limit the contents inside their vehicles in order to expedite the physical security clearances.

108. Bicycles and other non-motorized means of transport into Headquarters premises will not be permitted.

XIII. Arrangements for meetings

Facilities

109. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the General Assembly Building.

Reservation system

110. An electronic reservation system will be activated through eMeets (http://icms.un.org) on 22 August 2016, in order to provide equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through eMeets by accessing http://icms.un.org, logging in with the username and password of their permanent mission and clicking on the "Bilateral" tab. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request. Reservations will be accepted for periods of 20 minutes, on the hour and half hour. To prevent double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

111. Information about booth assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's consecutive appointments in the same booth. Late requests will be accepted until 6 p.m. on the day prior to the meeting, and every effort will be made to assign a booth on the basis of the availability of space at that time. Delegations requiring further information regarding bilateral requests should send their questions or enquiries to bilats-msu@un.org.

XIV. 2016 treaty event

112. It is recalled that the Secretary-General, in a letter dated 1 June 2016, invited Heads of State or Government to consider signing and ratifying or acceding to multilateral treaties deposited with him during the general debate of the seventy-first session of the General Assembly.

113. The treaty event will be held from 19 to 23 September 2016 in the treaty signing area on the ground floor of the General Assembly Building. Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section (telephone: 212 963 5047). States intending to ratify and/or accede to a convention or treaty must submit copies of their instruments to the Treaty Section for review, preferably by 2 September 2016. It should be noted that Heads of State or Government and Ministers for Foreign Affairs do not require full powers to sign.

Copies of instruments and full powers may be sent to the Treaty Section (fax: 212 963 3693).

114. Information relating to the treaty event, including the letter of invitation from the Secretary-General to Heads of State and Government, a list of multilateral treaties to be highlighted at the treaty event, the annual publication entitled *Treaty Event 2016: Towards the Promotion of the International Legal Framework on Human Mobility*, a list of all multilateral treaties deposited with the Secretary-General and procedural information provided by the Under-Secretary-General for Legal Affairs and Legal Counsel to permanent representatives in New York can be obtained from the United Nations Treaty Collection website (https://treaties.un.org).

115. In addition to the Head of State or Government or Minister for Foreign Affairs, two individuals per delegation will be permitted to attend the event. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue 5 to 10 minutes prior to the scheduled appointment. A protocol officer will greet and escort dignitaries (Head of State or Government, Vice-President, Crown Prince or Princess) from the escalators in the main hall.

116. It should also be noted that, in order to gain access to the premises during the 2016 treaty event, national media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit.

117. Each delegation should designate an individual as a contact person for the purposes of the treaty event.

XV. Media access arrangements and services

118. Media representatives with a valid United Nations grounds pass will be allowed to cover the general debate and other high-level meetings without additional accreditation.

119. Accreditation of media representatives accompanying the delegation, including official photographers and videographers, will be carried out by the Media Accreditation and Liaison Unit. Missions/offices are required to submit their media accreditation requests by using the eAccreditation system, available through the eDelegate portal at https://delegate.un.int. Requests should be submitted no later than 9 September. Government press/information officers should not be accredited as members of the media. For more information contact the Media Accreditation and Liaison Unit (e-mail: malu@un.org; telephone: 212 963 6934).

120. Media representatives who wish to apply for accreditation independently must provide a request on the letterhead of the media organization and register online. Additional information regarding media accreditation and arrangements can be found at www.un.org/malu.

121. All media representatives must come in person to collect a United Nations grounds pass. They will need to present their letters of assignment and an e-mail approving their accreditation, as well as a national passport.

Location and hours of operation for media accreditation

122. Media representatives can pick up their accreditation badges in the Visitors Centre, UNITAR Building, 801 First Avenue (corner of 45th Street and First Avenue).

123. The hours for media accreditation will be as follows:

Tuesday to Friday, 13 to 16 September	9 a.m. to 6 p.m.
Saturday, 17 September	10 a.m. to 2 p.m.
Sunday, 18 September	10 a.m. to 6 p.m.
Monday, 19 September	7 a.m. to 7 p.m.
Tuesday to Thursday, 20 to 22 September	7 a.m. to 6 p.m.
Friday, 23 September	8 a.m. to 5 p.m.
Saturday and Sunday, 24 and 25 September	Closed
Monday, 26 September	9 a.m. to 4 p.m.

124. All media representatives must clearly display their United Nations grounds passes at all times.

Entry and screening procedures

125. The designated media entrance, for both resident correspondents with equipment and non-resident correspondents with or without equipment, is located at 47th Street and First Avenue, where they and their equipment will be subject to security screening. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate.

126. Media representatives who wish to reach the Media Centre following the screening process will proceed from the access point through the Visitors Plaza and the East River promenade to Conference Room 1 in the Conference Building, which is accessible through the Conference Building south entrance on the first basement floor.

127. Media representatives who wish to proceed to the third floor media liaison desk in the General Assembly Building will be required to use the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor.

128. Media liaison desks will also be set up on the first and third floors of the Conference Building for escort to conference room media booths.

129. Members of the media must be escorted by the Media Accreditation and Liaison Unit at all times in the restricted areas.

130. Members of the media are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays, particularly when First Avenue is closed for motorcades.

Media Centre and other facilities

131. The temporary Media Centre will be in Conference Room 1 in the Conference Building. Media representatives are requested to bring their own headphones to listen to the proceedings and cables to connect to the live video feed for recording.

132. Statements, documents and press releases related to the General Assembly will be available at the Media Documents Centre, located in room S-0219.

Media tickets to meetings and events

133. A limited number of tickets will be available for the press gallery of the General Assembly Hall and other meetings. Media liaison desk staff will distribute tickets on a first-come, first-served basis 30 minutes before the meetings. Delegations organizing meetings should notify the Media Accreditation and Liaison Unit whether media can attend and allocate press tickets accordingly.

United Nations audiovisual materials

134. Photographs in digital format (JPG) will be available for download free of charge on the United Nations photo website (www.un.org/av/photo). Photo enquiries and requests should be addressed to the United Nations Photo Library, room S-1047 (telephone: 212 963 6927 or 212 963 0034; e-mail: photolibr@un.org).

135. Delegations may request one DVD of each statement by their mission free of charge. Digital file formats (such as MPEG2 and MPEG4 (H.264)) are also available on demand and can be downloaded online. Additional copies of DVDs or any other special requests are subject to a charge. DVDs that have been ordered in advance will generally be available on the day on which the statement is made. Orders received after the event will be made available as soon as possible. All requests will be serviced in the order in which they are received. To request a copy of a statement, contact the United Nations Audiovisual Library (telephone: 212 963 0656 or 212 963 1561; e-mail: avlibrary@un.org). DVDs must be picked up at the Video Library, room GA-2B-620, in the second basement of the General Assembly Building.

136. B-roll video material on DVDs or digital files will be available on selected topics, such as historical footage of the United Nations, the Millennium Development Goals and other thematic compilations.

137. Audio files of speeches in digital format (MP3) will be available for download free of charge from the United Nations Audiovisual Library website (www.unmultimedia.org/avlibrary). Audio enquiries and requests should be addressed to the United Nations Audiovisual Library (telephone: 212 963 0656; e-mail: avlibrary@un.org).

138. Live television feeds will be available through commercial carriers (see www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf). For more information, contact United Nations Television (telephone: 212 963 7650, 212 963 7667 or 212 963 9399; e-mail: untv@un.org).

139. Only pool television production services will be available from United Nations Television. Broadcasters interested in accessing United Nations Television live coverage of the high-level meetings and the general debate should call 212 963 7650. United Nations Television studios will not be available during the general debate. A detailed schedule of live and photo-op camera coverage will be e-mailed to broadcast clients in advance of the high-level meetings.

140. Statements in the original language in which they were delivered will be available on the paper-smart services portal (http://papersmart.unmeetings.org). Special requests for a recording of the interpretation in one of the six official languages should be made in advance; the availability of such recordings is subject to the limitations of recording facilities.

141. Very limited radio studio facilities will be provided to delegates and accredited journalists, when available, during the general debate. There will be charges to cover any additional contractor costs for after-hours use. For radio studio availability and cost estimates for after-hours use, contact the Broadcast and Conference Support Section (e-mail: request-for-services@un.org; telephone: 212 963 9485) and copy United Nations Radio (malor@un.org; sultanm@un.org).

Internet and social media

142. The United Nations website (www.un.org) will provide, through a dedicated portal web page (http://gadebate.un.org), coverage of the General Assembly meetings, live and on-demand video, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes and statements. To ensure the timely posting of the statements on the United Nations website, the texts should be sent to papersmart@un.org. The dedicated website for all of the General Assembly high-level meetings is www.un.org/en/ga/meetings/index.shtml.

143. The United Nations Meetings Coverage Section, through its portal websites (www.un.org/press/en and www.un.org/press/fr), will provide full coverage of the General Assembly plenary and high-level meetings, as well as of round tables and press conferences, in both English and French. Copies of press releases will also be available at the Media Documents Centre, as well as in relevant conference rooms.

144. The United Nations News Centre (www.un.org/news) serves as the main portal for United Nations news and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General and the President of the General Assembly. United Nations News Centre readers will also be able to follow stories on Facebook and Twitter and subscribe to a free e-mail news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

145. In addition, the web page for the high-level meeting on addressing large movements of refugees and migrants (https://refugeesmigrants.un.org) is available in all official languages.

146. The United Nations webcast service (http://webtv.un.org) will provide daily live and on-demand broadcasting over the Internet of General Assembly meetings, press conferences and briefings, and events. If interpretation is available, the

meetings will be covered live in all six official languages, plus the original language of the speaker, if it is not an official language. To facilitate the timely availability of statements on the website, delegations should send them by e-mail to dpigaweb@un.org. Queries about webcast and on-demand videos should be directed to the United Nations webcast service (telephone: 212 963 6733). Queries about the availability of statements on the General Assembly website should be directed to the United Nations Web Services Section (telephone: 212 963 5148).

147. Two smartphone applications are available to enable delegations and media to follow the proceedings on their mobile phones. United Nations Audio Channels (iOS and Android, six official languages and Portuguese and Kiswahili) provides live audio from the General Assembly Hall and the Security Council Chamber, in addition to United Nations Radio programmes in these eight languages. United Nations News Reader (Android in six official languages, iOS in English only) provides constantly updated stories from the United Nations News Centre.

148. Regular social media updates will be posted to accounts managed by the Department of Public Information, which are listed at www.un.org/social. Member States are encouraged to post social media updates using the hashtags #UNGA and #UN4RefugeesMigrants. Questions about social media coverage may be directed to the Social Media Team (telephone: 917 367 7083; e-mail: socialmedia@un.org).

Pool coverage

149. In some events, owing to logistics and space considerations, select media would have to provide pooled media coverage.

150. Official photographers and television crews will have an opportunity to cover the statement of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches.

151. A limited number of still photographers, escorted by Media Accreditation and Liaison Unit staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during statements. These operations will be coordinated by the Unit officers accompanying the media.

Briefings and press conferences

152. Daily briefings for the media will be given by the Spokesperson for the Secretary-General at 12 p.m. in room S-0237. Press conferences by senior United Nations officials, delegations and the permanent missions will be held in the same room, unless otherwise indicated. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General and will be posted at www.un.org/sg/spokesperson/confschedule.asp. It will also be available on the website of the Media Accreditation and Liaison Unit (www.un.org/en/media/accreditation/alert) and on Twitter (@UNMediaLiaison).

153. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (telephone: 212 963 7707, 212 963 7160 or 212 963 7161).

154. Briefings and press conferences are open only to members of the media.

Coverage of bilateral meetings

155. Photo opportunities may be available for bilateral meetings. Media representatives interested in covering the meetings will need to contact the relevant delegations to obtain permission to attend.

XVI. Medical services

156. The United Nations Medical Service will operate a walk-in clinic from 8.30 a.m. to 5 p.m. on weekdays for the duration of the General Assembly. The clinic is located on the fifth floor of the Secretariat Building (telephone: 212 963 7080). Weekend opening will depend on demand and the meeting schedule.

157. During the high-level meetings, an immediate medical response capability will operate from within the General Assembly Building. For meetings in the Conference Building, immediate response will be provided from the main Medical Services Division clinic in the Secretariat Building. Additional support will also be provided by on-site New York City ambulances and staff.

158. Physicians travelling with Heads of State or Government should contact the Senior Medical Officer, Secretariat Operations, Dr. Paula Rojas (telephone: 212 963 6764; e-mail: rojasp@un.org) if they have special requirements or if they wish to view the medical facilities and support capacity available.

XVII. Host country liaison

159. All enquiries concerning host country matters should be directed to James Donovan at the United States Mission to the United Nations during regular business hours (telephone: 212 415 4300; after hours, 212 415 4020).

XVIII. Additional information and briefing sessions

160. Additional information will be issued if the need arises to update and expand the information contained in the present note. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings and the general debate.

161. In the lead-up to the high-level meetings, the following information documents will be issued:

- Note verbale from the Protocol and Liaison Service on protocol/accreditation arrangements
- Press kit for the seventy-first session of the General Assembly
- Delegates' handbook
- Information circular for the media

XIX. Focal points for arrangements related to the high-level meetings

General Assembly Affairs	Kenji Nakano Telephone: 212 963 2336
Protocol	Peter Van Laere Telephone: 212 963 7171 Fax: 212 963 1921
Conference Services	Liya Liqun Zhang Telephone: 212 963 8114
	Rukshan Perera Telephone: 212 963 7351 E-mail: emeetsm@un.org
Interpretation services	Hossam Fahr Telephone: 212 963 8235
Bilateral meetings coordination	Reservations: http://icms.un.org
	E-mail: bilats-msu@un.org
	Sylvia Gutierrez Telephone: 212 963 9252
Statement submission	E-mail: papersmart@un.org
	Paper-smart service portal: papersmart.unmeetings.org
Logistics coordination for meetings	Cristina Schulz-Langedorf Telephone: 212 963 7348
	Wannes Lint Telephone: 917 367 3788
Delegation accreditation and access	Wai Tak Chua Telephone: 212 963 7181 Fax: 212 963 1921
	For eAccreditation technical issues:
	ICTS Help Desk Telephone: 212 963 5033 E-mail: help-desk@un.org
Security	Michael Browne, Chief of Security Telephone: 917 367 9211 E-mail: browne2@un.org

	Captain Malinda McCormack (Security Event Planning Unit) Telephone: 212 963 7028 Fax: 917 367 7032 E-mail: mccormackm@un.org
	Captain Paula Goncalves (Special Service Unit) Telephone: 212 963 7531 Fax: 212 963 1833 E-mail: security-unhq-specialservices@un.org
Media	George Ngwa (Meetings Coverage) Telephone: 212 963 5850
	Tal Mekel (Accreditation) Telephone: 212 963 1504 Fax: 212 963 4642
	David Woodie (Broadcast and United Nations Television) Telephone: 212 963 9399
	Peter Dawkins (United Nations Website) Telephone: 212 963 6974 E-mail: dawkins@un.org
	Jamille McCord (Press Conferences) Telephone: 212 963 7707 E-mail: mccord@un.org
Facilities Management Service	Andrew Nye Telephone: 212 963 7453
Broadcast and Conference Support Section	Patrick Morrison Telephone: 212 963 0407
Medical	Senior Medical Officer, Secretariat Operations, Paula Rojas Telephone: 212 963 6764 E-mail: rojasp@un.org
	Head Nurse, Michael Jenkins Telephone: 917 367 3841 Fax: 917 367 0656 E-mail: jenkins@un.org

Annex

Request for grounds pass

UNITED NATIONS **NATIONS UNIES**

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for grounds pass — security staff

Issuance _____ Renewal _____ Duplicate _____

Name: _____

Country/agency: _____

Protectee: _____

_____ _____ _____

Official seal Date Authorized signature

_____

Print name

(To be completed by the Special Services Unit)

Code/weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____ Date: _____

Proof of identification (must be presented at the pass and identification office) _____

_____